



**Architectural Control Committee (ACC)**

# **Rules & Regulations 2024**

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**GLADE SPRINGS VILLAGE  
PROPERTY OWNERS' ASSOCIATION  
ARCHITECTURAL CONTROL COMMITTEE**

**INTRODUCTION**

The following rules and regulations (the "ACC Rules") are published by the Architectural Control Committee ("ACC") of Glade Springs Village POA to orient the property owners and general contractors to the correct procedures, requirements, and specifications for construction and other work or improvements on lots or existing homes within Glade Springs Village.

The ACC Rules may change from time to time. Before undertaking any work, all Owners shall contact the ACC administrator to ensure the Owner has the current ACC Rules and to discuss a current issue. These regulations were adopted pursuant to the authority provided by the **Declaration of Covenants and Restrictions** of Glade Springs Village, Daniels, WV, and wherever the ACC Rules exceed in scope those established by the State of West Virginia or other appropriate body, the stricter rules and regulations shall apply.

**THE ACC AND/OR GLADE SPRINGS VILLAGE POA IS NOT RESPONSIBLE FOR THE WORKMANSHIP, QUALITY, OR CONFORMITY WITH CONTRACTUAL SPECIFICATIONS OF ANY CONSTRUCTION. THIS IS A MATTER BETWEEN THE OWNER AND HIS/HER CONTRACTOR. NO WARRANTY OR REPRESENTATION IS MADE TO OR SHOULD BE IMPLIED BY ANY INDIVIDUAL OWNER THAT THE ACTIONS OF THE ACC IN THE ISSUANCE OF PERMITS, INSPECTIONS, AND APPROVAL OF THE CONSTRUCTION OR OTHERWISE, ARE INTENDED AS AN IMPLIED APPROVAL OF THE QUALITY, SAFETY, DESIRABILITY OR SUITABILITY OF SUCH DESIGN OR CONSTRUCTION.**

**NO ACTION BY THE ACC MAY BE CONSTRUED AS APPROVAL BY LOCAL OR STATE JURISDICTIONS OR AUTHORITIES.**

The Protective Covenants that establish and provide for this committee may be amended, rescinded, or added to, provided, however, such amendments, rescission, or addition shall not make less restrictive the protective covenants pertaining to those lots zoned as residential. The Protective Covenants document is available on the GSVPOA Website ([www.gladespringspoa.com](http://www.gladespringspoa.com)).

As stated in the Declaration, of Protective Covenants and these standards, the function of the ACC is designed to enforce these covenants. The ACC Rules protect the aesthetics and property values of all lot owners.

## The Approval Process

The approval process described below applies to all **new** and **exterior renovation** construction planned for Glade Springs Village. The applications for permit approval for any improvements to existing structures shall follow the Checklist shown on page 32 of this document.

Deviations from approved plans that affect the exterior appearance or site location or plans may result in suspension of privileges (including a builder's or contractor's ability to be approved as a contractor for further new construction) and penalties as outlined in the Declaration.

**Approval of plans by the ACC does not automatically mean approval from the Raleigh County Building Department. Plans must be approved and all fees paid to the ACC and all applicable permits and fees must be paid to and acquired from the necessary Raleigh County authorities.**

**Construction Review Requirements:** All Owners must comply with the following requirements:

- A West Virginia licensed builder is required for all construction. (A copy of the state license must be on file with the ACC and submitted each year.) Lot owner may be their own contractor provided they occupy the home for one (1) year after completion. Should the home not be occupied by the owner, a one thousand (\$1,000) dollar fine will be assessed to the builder.
- Owners must complete and submit the necessary forms for ACC Review and Approval as shown on page 32.
- No construction activity can begin prior to receipt of a permit from the ACC (e.g., clearing the land or delivery of materials).
- The Contractor (or owner) shall obtain a Building Permit from the Raleigh County Building Department before the ACC can issue final approval to the application. The ACC may issue a preliminary approval before the Building Permit is issued.
- No building, fence, wall, or other structure shall be commenced, erected or maintained within Glade Springs Village, nor shall any exterior addition, change, or alteration be made thereto, until and unless the plans and specifications showing the nature, kind, shape, height, materials and location of the same shall have been submitted to and approved in writing as to harmony of external design, location in relation to surrounding structures and topography and compliance with this Declaration and the Protective Covenants contained herein by the Architectural Control Committee (ACC) of the Association and in accordance with ACC rules, regulations and standards. from Article IX of the DECLARATION OF COVENANTS AND RESTRICTIONS GLADE SPRINGS VILLAGE, WEST VIRGINIA)

## I. PERMITS

### A. ARCHITECTURAL CONTROL COMMITTEE (ACC) PERMITS

- 1) Owners shall obtain permits from the ACC for all permanent and temporary construction, additions, revisions, removal or demolition within the community including, but not limited to, the following:
- 2) Lot clearing, residential homes and buildings, garages of any kind; driveways, sidewalks, patios, retaining walls, pump stations, irrigation systems, solar energy systems, geothermal energy systems, swimming pools, fences, swing sets, trampolines\*, tennis courts, racquetball courts, basketball courts, cutting and filling, flag poles, and all other forms of temporary or permanent construction or any change to the exterior of the home other than routine maintenance and upkeep. The fee structure for all exterior changes to an existing home/property is on page 58.
- 3) Any building form, finish materials, or exterior colors may be denied by the ACC if they are deemed incompatible with the environment of Glade Springs Village.
- 4) All permits issued by the ACC shall comply with the Declaration and Protective Covenants. The fees for residential construction permits are periodically reviewed by this committee and/or approved by the Glade Springs Village POA Board of Directors. The current fee structure is on page 51 of this document. **Owners are required to obtain a Building Permit from and pay fees to Raleigh County before starting any construction, change, or modification work.**
- 5) **THE ACC PERMITTING FEES ARE IN NO WAY CONNECTED WITH THE RALEIGH COUNTY BUILDING FEE.**
- 6) **All property owners must be in good standing, as defined by the GSVPOA Policy on Good Standing.**

#### **Policy on Good Standing**

Glade Springs Village Property Owners Association, Inc.

Effective January 1, 2020

A member in good standing is generally understood to mean a member who:

1. Is current in the payment of his/her annual and special assessments,
2. Has paid any outstanding fees or fines, and
3. Is in compliance with the CC&Rs, rules, or architectural guidelines.

## B. LAKE SIDE UNDER-BRUSHING PERMITS

A permit from the ACC is required for any clearing activity on the shoreline strip. Lakefront property owners should contact the ACC directly to obtain this shoreline under-brushing permit. This permit will be issued by the ACC and is subject to the following requirements:

- 1) A shoreline improvement plan must be presented to the ACC for review and approval. During under-brushing, pines will be selected first; attempts should be made to preserve hardwood.
- 2) Native ornamental trees or shrubs, including but not limited to dogwoods, rhododendrons, mountain laurels, redbuds, holly, etc., may not be removed unless prior approval is obtained from the ACC.
- 3) It is suggested that only hand-operated tools be used. The use of heavy equipment such as tractors and bulldozers are not recommended.
- 4) The shoreline of the lake shall not be changed and no property shall be increased in size by filling in the lake.
- 5) Under-brushing may extend beyond the back boundary of the lot line. Each property owner whose lot adjoins the lake may keep his property trimmed and cut to the water's edge to present a pleasing appearance, maintain the proper contour of the lake bank and prevent erosion.
- 6) An Arborist shall be hired by the Homeowner/Contractor for any lakeside lot clearing with the intent of saving as many trees as possible.

## C. LOT UNDER BRUSHING PERMITS

Lot under-brushing is allowed on undeveloped lots, per the Under Brushing Permit agreement found Forms Section of this document. The first four rules regarding tree cutting and removal outlined in the shoreline under-brushing in Paragraph B above also apply to a lot under-brushing.

## D. HOME BUSINESS PERMITS

The Declaration of Covenants and Restrictions for Glade Springs Village empowers the ACC to permit home businesses. The intent of this permit is to allow home occupations in the Village that are invisible to neighbors and which **do not create any extraordinary traffic** within the Village. An Owner may perform or conduct a home occupation so long as:

- 1) No signs advertising the business will be visible to neighbors or residents. Exceptions may be made on appropriate operable vehicle signs associated with

a business. No vehicles or equipment shall be conspicuously parked or placed on property as a means to advertise business.

- 2) No equipment peculiar to a business will be visible to neighbors or residents.
- 3) There will be no excessive deliveries or shipments by package services.
- 4) The existence or operation of the business activity is not apparent or detectable by sight, sound, or smell from outside the Lot;
- 5) The business activity satisfies any land use ordinances;
- 6) The use of the Lot for trade or business shall in no way destroy or be incompatible with the residential character of the lot or the surrounding property;
- 7) The trade or business shall be conducted only inside the Lot and shall not involve the viewing, purchase or taking delivery of goods or merchandise at, to, from or in any Lot;
- 8) The trade or business shall be conducted only by the Lot Owner;
- 9) The Lot used for trade or business shall not be used as a storage facility for a business conducted elsewhere;
- 10) The trade or business shall not generate any vehicular or pedestrian traffic or parking requirements greater than would otherwise be expected were the trade or business not occurring;
- 11) A trade or business shall not utilize flammable liquids or hazardous materials in quantities not customary to residential use; and
- 12) A trade or business shall not utilize large vehicles not customary to residential use.
- 13) The terms "business" and "trade" as used in this Section shall be construed to have ordinary, generally accepted meanings, and shall include, without limitation, any occupation, work, or activity undertaken on an ongoing basis that involves the provision of goods or services to persons other than the provider's family and for which the provider receives a fee, compensation or other forms of consideration, regardless of whether (i) such activity is engaged in full or part-time; (ii) such activity is intended to or does generate a profit; or (iii) a license is required for such activity. The leasing of a Lot by the Lot Owner thereof shall not be considered a trade or business within the meaning of this sub-section.

An Owner that desires to perform or conduct a home occupation on their Lot shall submit their request to the ACC. If approved by the ACC, an approval will be issued by the POA.

#### E. YARD/GARAGE SALES

Within Glade Springs Village, periodic Village-wide yard/garage sales may be allowed in designated places as approved by the ACC. No such sales will be allowed on individual lots.

#### F. BOAT DOCK APPLICATION

- 1) Applications for a boat dock must be made to the ACC through the Glade Springs Village POA office.
- 2) Boat docks must comply with the following: guidelines:
  - a) Docks may be floating or fixed.
  - b) Docks must be a single level with no roof, sun deck, slide, or boat cover.
  - c) All docks must not be within a 30-foot setback on side property lines unless approved by the ACC Committee.
  - d) All applications must contain a sketch or drawing showing all work.
  - e) A dock and boat can only be installed when the homes foundation has been installed. No docks or moored boats may be kept or installed on an undeveloped lot.
  - f) ALL docks must be approved by the ACC. A form for a dock permit application is attached.
  - g) Approval of a dock by the ACC does not relieve the homeowner of any safety and/or environmental responsibility. Homeowners that install a dock do so at their own risk.
  - h) A dock shall not extend beyond 10'-0" from the shore, unless the ACC, determines that the lake is too shallow to moor a boat within 10'-0" of the shore.
  - i) All docks must be attached to the shore. Standalone floating docks, anchored away from the shoreline, will not be allowed. This includes inflatable docks and temporary docks.
  - j) Boat houses and/or boat lifts will not be allowed.
  - k) Dredging of the lake for a boat dock will not be allowed unless specifically approved by the ACC Committee.
  - l) Water slides and diving boards are not allowed.
  - m) Boats and equipment must be maintained. This includes inflatable recreational water floats.
  - n) Chatham Lake is common property:
    - a. No chemicals are allowed in the lake or within 20 feet of the lake
    - b. Alterations to the shoreline will NOT be allowed without the approval of the ACC



G. Square foot requirement:

The Minimum square footage of all heated floor dwellings units for residences as indicated on each record of plat.

**GENERAL CONSTRUCTION GUIDELINES**

A. REQUIRED LICENSES:

**A licensed contractor of the State of West Virginia must build all single and multifamily dwellings and all commercial structures.** The licensed contractor receiving the ACC building permit must hold a current Worker’s Compensation policy and General Liability Insurance policy. They are responsible for ensuring that all sub-contractors working under the licensed contractor’s direction at the construction site hold a current Worker’s Compensation policy. Both the licensed contractors and the sub-contractors policies must remain in effect until the Certificate of Occupancy (CO) is issued to the homeowner. A copy of the licensed contractor’s Worker’s Compensation policy and General Liability policy are to be attached Proof of Insurance Form. **Owners who do not hold a builder’s license from the state of West Virginia and wish to build a home must provide the same proof of insurance as a licensed contractor.**

**Owners will need to provide a copy of a General Liability Insurance policy with the application.**

B. STRUCTURE PLANS:

- 1) The owner is responsible for submitting to the ACC one (1) complete set of building plans that accurately represent the proposed structure and meet acceptable architectural standards. All plans shall be professionally drawn with sufficient and explicit details to be adequate for the entire construction process. The floor plans shall be typically drawn to a scale of ¼ inch equals one foot. Elevations, details, and building sections may vary per acceptable architectural standards.
- 2) Plans presented to the committee for review should not, as a rule, include “red line” changes marked on those plans. Original drawings (house plans) may contain “red lines” that indicate changes to the original drawing(s) only if the change or changes are minor and are easily understood by the ACC. When the footprint or any exterior elevation of the house is changed, red-lined plans are unacceptable. Therefore, any significant structural changes that affect the integrity, square footage, or architectural design of the structure shall be represented by professionally re-drawn plans.
- 3) The same requirements are applied to the submission of a “Change/Addition to Home Under Construction” request form or a “Change/Addition to Existing Home” request form.

- 4) Each set of plans must include the following:
  - a) Floor plans of all levels including basic plumbing and electrical layouts.
  - b) Elevations of all sides including specific roof pitches, roof materials, overhangs, exterior finishes, and the structure's surrounding finished grade profile of the ground are to be shown. Roof pitch or slope must be considered for snow load as determined by the Raleigh County Building Code Office.
  - c) Foundation plan.
  - d) Detail and building sections showing at least one general building section detailing wall construction, roof pitches, overhangs, and footing details.
    - a. At the time of the scheduled Final Inspection, a Property Survey will be submitted. The requirements for the property survey drawing will be the same as those for the initial plat plan except the property survey will show the actual placement of the house, attachments, property line, easements, utilities, driveways, and erosion control.
    - b. A property survey (as-built plat plan) can be requested by the Property Owners Association anytime there may be questions about encroachment into easements right-of-way or setbacks, or anytime there are questions regarding the positioning of structures relative to approved plans, drawings and plat plans. Non-compliance may result in the revocation of the ACC building permit and cessation of construction activity.

### C. STANDARD CODES

- 1) Construction of all buildings in Glade Springs Village shall be in accordance with uniform building codes adopted by Raleigh County, including without limitation the latest edition of BOCA Code promulgated by the State Fire Commission, BOCA National Building Code, BOCA Plumbing Code, BOCA National Mechanical and National Electrical Code, including any respective local amendments, as those uniform building codes may from time to time exist and be uniformly enforced County-wide.
- 2) When reference to any code is made, it shall refer to the edition of the code that is current. Revisions and amendments are generally adopted on a yearly basis, with a completely new edition or version adopted as published every three (3) years.
- 3) **Structural** – All structural design and construction of buildings shall be in accordance with the latest edition of BOCA Code.

- 4) **Electrical** – All electrical installations shall conform to the BOCA National Electrical Code.
- 5) **Mechanical** – All mechanical installation, including but not limited to, heating, ventilation, and air conditioning systems, shall be in accordance with BOCA National Mechanical Code.
- 6) **Plumbing** – All plumbing installation shall conform to the BOCA Plumbing Code

#### D. TIME SCHEDULE

- 1) Construction activities must begin within 60 calendar days of the issuance of the ACC building permit. Failure to begin work within this period may cause the permit to be revoked and forfeiture of all fees and deposits. The Committee recognizes that there may be extenuating circumstances that may affect construction schedules and these will be decided on a case-by-case basis.
- 2) The ACC strongly suggests that the Home Owner put into their contract with their builder a statement that the Builder is responsible for paying (or reimbursing the Home Owner) any and all fines related to the schedule as indicated below.
- 3) The ACC also suggests that the Home Owner put into their contract with their builder a statement that the Builder is responsible for paying (or reimburse the Home Owner) any and all fines related to the building operation, including, but not limited to a clean site, dumpsters, chemical toilets, erosion control, etc.
- 4) The ACC considers the date of issuance of the permit as the start of construction. The following shall apply to the construction of a single-family detached structure, as well as the garage.
  - a. Completion dates are as follows:
    - i. Under 2,500 heated sq. feet – 6 months to complete exterior – 12 months to finish home 2,501 to 4,000 heated sq. feet – 9 months to complete exterior – 18 months to finish home.
    - ii. Over 4,000 heated sq. feet – 12 months to complete exterior – 24 months to finish home.
    - iii. A home is considered complete when a final inspection is done by the ACC and As Built plat plan and Certificate of Occupancy issued by Raleigh County Code Enforcement is turned in to the POA office.
  - b. Landscaping shall be completed within 90 days (weather permitting) of final inspection. Exceptions due to winter occupancy may be permitted on

a case-by-case basis. If an exception is given, the owner must agree to complete the landscaping as soon as weather permits.

- c. No residence is to be occupied or any personal items stored in any home until it is certified as 100% completed by the final inspection and a Certificate of Occupancy is issued by Raleigh County.

#### E. CONSTRUCTION AND OWNER ACTIVITY INFORMATION

- 1) Construction activity and construction work hours are as follows:
- 2) Monday-Friday 7:00 am to 6:00 pm
- 3) Saturday 7am-12pm
- 4) Sunday and Holidays NO WORK
- 5) Holidays are defined as: Christmas, New Year's Day, Thanksgiving, Memorial Day, Fourth of July and Labor Day.

(No construction activity or construction work may be performed except during the times stated above.)

- 6) Owner work hours:  
Power lawn mowers and similar motor equipment or machinery of any kind or even hand-operated equipment or tools which create noise in the operation thereof, except snow removal equipment when needed, shall not be used after 6:00 pm Saturdays and at no time on Sundays and Holidays. (Holidays are defined above).
- 7) Excess noise will be kept to a minimum. **Loud music is prohibited**
- 8) During all construction activities, the lot shall be cleaned of trash and miscellaneous building debris on a regular basis. If a courtesy notice (first violation notice) is issued for a dirty construction site (trash on site) and the issue is not addressed within fourteen (14) days and a second violation is issued for the violation, the owner of the property will be required to place a dumpster or trash trailer on the construction site for the remainder of the construction activities and will be subject to the POA fine policy. A chemical toilet must be on-site at all times after the site has been cleared and the foundation has been started, and the chemical toilet must remain on site until all construction activities have been completed. The ACC will allow the placement of the chemical toilet on common property and easements, if necessary, to facilitate access, but they are not allowed to be placed on private property adjoining the property where construction is taking place. chemical toilets must be placed a minimum of five (5) feet off the edge of the pavement so that they do not present a safety hazard. The owner may be fined for violation of these rules.
- 9) Once a permit for any work has been issued, the side lot lines must be defined with a silt fence, string, surveyor's tape, or other means, and all building activities and materials shall be restricted to the lot for which the permit was issued for the duration of construction.

- 10) Neither the road rights-of-way nor the common properties shall be used as a staging area for building materials. A builder may be fined for violation of this rule.
- 11) There will be no washing-out of ready-mix concrete trucks on common or private property. This property includes roads, ditches, road rights-of-way, common property, and adjoining lots. Any washout necessary should be performed on the lot where the construction is being done. The builder may be fined for violation of this rule.
- 12) The property owner at the property owner's expense will do any clearing necessary for the installation of utilities. No open burning of underbrush, leaves, branches or trash of any kind is permitted on recorded platted residential property, rights-of-way, or common property in Glade Springs Village by any property owner or builder or agent of a property owner or builder. A builder may be fined for violation of this rule.

#### F. LOT CLEARING

**Except as permitted under this section lot clearing and tree removal is strictly prohibited.**

- 1) Owners may remove trees over six inches (6") in diameter, measured at a minimum height of five feet (5'), that are within a ten-foot (10') perimeter of the house footprint (whether before or after development and construction) with the prior written approval of the ACC. All trees, which are to be removed, shall be pre-marked by the property owner or his/her agent. The ACC will review and approve the removal of the marked trees within a ten-foot (10') perimeter of the house footprint based upon foundation drainage requirements. The ACC will make a pre-removal inspection and only those trees, which have been marked by the ACC, shall be removed. Removal of any trees not marked and approved by the ACC is strictly prohibited and shall be a violation of these Rules and Regulations. If the trees are not marked when the POA comes out to confirm and /or inspect the tree clearing, a fine of \$50.00 will be levied against the homeowner.
- 2) No trees may be removed within twenty (20) feet of the property line of any common property used as a golf course or permanent recreational area, including but not limited to the GSVPOA-owned golf courses and Lake Chatham. Unless approved by the ACC. Owners may remove scrub brush within the setback area when approved by the ACC but shall not extend past the lot
- 3) Dead, diseased, or downed trees, or low hanging limbs that are a safety hazard, may be removed with the prior written approval of the ACC. A diseased tree is defined as one infested with fatal and incurable viruses and blights. Normal

infestation with insects or nonfatal viruses and blights will not be a cause for removal.

- 4) No trees over six inches (6") in diameter, measured at a height of five feet (5') within any lot set back shall be cleared, unless the such tree is within the ten-foot perimeter of the house footprint and then the such tree may be removed pursuant to Section 2 above. Owners may remove scrub brush within the setback area when approved by the ACC but shall not extend past the lot property line.
- 5) **When loading trucks with debris from the lot, all trucks must be on the lot, and not in the roadway or road shoulder. Trucks hauling dirt or stone must have a tailgate. Trucks hauling trees, stumps or debris due to lot clearing must have a tailgate or debris must be secured to prevent spills or accidents on the streets. An entrance must be constructed and approved stone placed firmly against the road surface to prevent damage to the road surface. Any street cleaning or road damage will be charged to the property owner.**
- 6) All debris is to be removed from the lot within thirty (30) days. All trees, brush, limbs, or any other debris consequent to clearing or removal shall be disposed of in an acceptable manner. Failure to dispose of the cut material will be treated as a violation of a permit and can result in fines.
- 7) The property owner will assume all responsibility for the removal of trees from their property. The property owner will pay all fees and fines and will be responsible for proper cleanup of any trees on their lot which are cut or which fall over. All trees approved for removal must be cut as close to the ground as possible.
- 8) Notwithstanding anything stated in these Rules and Regulations, the Association's Fines Policy, or any other governing document of the Association, if trees are removed without a permit, the ACC shall impose a five-hundred-dollar (\$500.00) fine per tree and require the property owner to replace trees removed with nursery-grade replacements at a rate of two (2) trees for each tree removal. The size, species, and location of these trees are to be determined by the ACC. If the number of trees removed without permission cannot be identified by the ACC the fine will be \$5,000.00.
- 9) Priority for preservation will be given to flowering trees and rare trees. Removal of diseased trees is encouraged.

## G. AESTHETIC DESIGN

All buildings and structures shall meet the minimum requirements for aesthetics as established by the ACC, including, but not limited to the following:

- 1) The ACC, in its sole discretion, may prohibit certain home designs, including but not limited to permit, "A" frame homes, and any manufactured home. Homes will be reviewed on a case-by-case basis, depending on the theme of the neighborhood.
- 2) The ACC will not permit any outbuildings of any kind.
- 3) None of the following exterior finish materials shall be allowed: traditional vinyl siding, concrete block (except when used as a foundation), clay block, asphalt siding, asphalt shingle siding, or insulation board. Where concrete block or concrete is utilized in the construction of foundations, such foundations or retaining walls shall be covered with the same material as the outside veneer of the house or an approved alternative covering. Limited board and batten are allowed and will be reviewed on a case-by-case basis. Stone or brick, is required as a feature panel on the front of each home. If the home is located on the golf course and or lake stone or brick must be on the lake and or golf course side of a home. This is in addition to the foundation and any columns.
- 4) All finish colors shall be natural tones such as tans, grays, earth tones, and other mid-range tones found in nature. No bright blues, bright oranges, pinks, bright reds, bright yellows, bright greens, or purples are allowed. No fluorescent finishes or pastels will be allowed. ALL FINISH COLORS MUST BE APPROVED BY THE ACC.
- 5) No roof finishes of white, metallic silver, or galvanized color will be allowed.
- 6) Prefabricated metal fireplaces are acceptable within a residence; however, the metal flue must be totally concealed by approved materials. No prefabricated metal spark arresters or flue tops may be exposed to view.
- 7) When flat roofs are used requiring built-up roofs, the finish color of the chip shall be a natural tan or brown color. No white chips will be allowed.
- 8) The ACC will review the plan for the harmony of design as well as its harmony with the surrounding structures and terrain. The house plans must include front, back, left, and right elevations for review by the committee.
- 9) The ACC, in its sole discretion, may approve or disapprove any application that it feels does not aesthetically tie into the Village design.



## H. SETBACKS AND EASEMENTS

- 1) **Front Setbacks** (called building setbacks) Every plotted lot in Glade Springs Village has a front building setback. No structure or part of the structure may encroach into a front setback, except approved driveways. The distance from the front of the property line to the front setback varies with each lot and is indicated on the record plat or plot plan.
- **2) Golf Course/Lake Setbacks** All lots adjacent to the golf course have a 20 ft. setback along the golf course side of the property. No structure or part of the structure may encroach into a golf course setback. Lake lots shall have a 20 ft. setback along the lakeside of the property. Underbrushing is permitted in a golf course or lake setback with the submission of a brushing Permit Application. The lot owner of any lot that borders any permanent recreation facility, including golf courses as well as Chatham, must have a tree survey performed and submitted to the ACC for the portion of the lot that falls within the above-noted twenty (20) feet prior to any lot clearing being performed. The survey is to be performed by an ISA-certified arborist.
- 2)
- 3) **Utility Easements:** Every plotted lot in Glade Springs Village has a 7-½ foot utility/drainage easement surrounding every lot. This easement may be used to direct storm water runoff from a lot or the street. No permanent structure or part of the structure may encroach into a utility/drainage easement. Any encroachment in the Utility Easement may be subject to removal at the Owners Expense, for utility and drainage repair/changes.”

## I. SOIL CONSERVATION, DRAINAGE AND RIGHTS-OF-WAY

Erosion control and storm water run-off in Glade Springs Village is governed by rules established by the ACC. The rule states “The person engaged in or conducting land-disturbing activity, the owner of the property, and the applicant under this rule shall be responsible for maintaining all temporary and permanent erosion, sedimentation, and storm water management measures and facilities during the development of the site“. The rule further states, “The owner of the property on which work has been done, or any other person or agent in control of such property, shall maintain in good condition, and promptly repair and restore all grade surfaces, vegetation, erosion and sediment control measures, and other protective devices for a period of two years to such an extent that there is no longer any danger of damage as expressed by the purpose of this rule“. It is a prime concern of the Glade Springs Village POA to protect the natural beauty and environment of Glade Springs Village and Lake Chatham. Therefore, the owner will be responsible for ensuring that the soil conservation and drainage standards for the protection of all properties and Lake Chatham are being adhered to, with respect to the Board of Directors rule. The Owner may be fined for violation of this rule.



The property owner is responsible for installing pipe culverts if required. Modification of the ditch lines may be necessary depending upon the type of drainage, upstream or downstream, of the driveway. **Any damage to the common property and road rights-of-way must be corrected before final inspection. The costs of any damage to the common property and road rights-of-way caused by construction or improvements shall be solely borne by the Owner.**

#### J. FLOOD CONTROL

Erosion and sediment control measures must be maintained during and after construction. Measures must be taken to ensure that any excessive run-off, silt and sediment is contained and not allowed to contaminate adjoining properties, common areas, or golf courses. Except in extreme circumstances, a silt fence, but must be properly installed in order to trap silt and not allow it to be washed over, under or around the fence. Builders are subject to a fine by the POA for violation of this rule.

**Water drainage must also be controlled during and after construction and provisions should be planned at the time the house is being oriented.** Water must not be allowed to do any of the following:

- 1) Run into streets.
- 2) Run across the street or other properties.
- 3) Unnecessarily and unreasonably be diverted to adjacent properties.

**In most instances, the above objectives can be accomplished by properly utilizing the drainage easements, natural swales and the ditch at the roadway at owner's expense.**

***THE POA IS NOT RESPONSIBLE FOR CORRECTING STORMWATER DRAINAGE PROBLEMS ANYWHERE IN GLADE SPRINGS VILLAGE BEFORE, DURING OR AFTER CONSTRUCTION.***

#### K. UTILITY COMPANIES

Prior to the start of any construction all utility companies need to be contacted to locate their respective utility adjacent to the lot. The following companies provide services to Glade Spring Village:

American Electric Power (AEP) – Electrical Service  
888-710-4237

Frontier – Telephone  
800-921-8101

West Virginia American Water Company – Water

800-685-8660

Shady Spring Public Service District – Sewer  
304-255-1565

OPTIMUM– Cable  
877-694-9474

Mountaineer Gas – Natural Gas  
800-834-2070

### **III. FOUNDATIONS**

Site-specific foundation investigations are encouraged, but not required, for lightly loaded residences. In the absence of site-specific foundation studies, great care should be taken in the design of the foundation to ensure the adequacy and structural integrity of the building.

### **IV. PARKING STANDARDS, DRIVEWAYS, AND GARAGES**

#### **A. PARKING STANDARDS**

- 1) External auto storage or standing space shall be provided on each lot.
  - a. Vehicle space shall be a minimum of 200 square feet (10 ft. x 20 ft.) and be provided with vehicular access to a street.
  - b. No parking (temporary or permanent) is allowed in areas not approved for parking.
  - c. A single detached dwelling shall have no less than two (2) parking spaces served by an adequate driveway and space for the movement of vehicles.
  - d. Golf Carts are not permitted to be stored in driveways, side yard, on the lawns, or any unpaved areas. Golf Carts are to be stored in a garage. Provisions should be made for storage during building.
  - e. All motor vehicles must be properly registered with up-to-date tags and registrations.
  - f. No non-operational vehicles may be kept on the driveway or street. (With the exception of the occasional tire change or minor repair work that may be required)
  - g. NO ON STREET PARKING during a Winter Weather event where the snow plows are running. There will be no 'grace' period. Vehicles parked

on the street during a winter weather event where snow plows are running will be subject to the POA's fine policy.

2) Vehicles stored on residential property.

No recreational vehicle, motor home, camper, trailer, boat, boat trailer, ATV, golf cart or another vehicle not normally or customarily used for personal or family transportation shall be parked or stored on the area designed as the yard of a residence, nor shall it be parked on the paved driveway of a residence for a period exceeding 72 hours.

3) Parking and storage of commercial vehicles.

Vehicles used specifically for commercial purposes including, but not limited to, construction trucks, cargo-carrying trucks, trailers, and construction equipment shall not be parked in a residential area other than for accommodating work on the premises. This is not intended to include pick-up trucks and vans up to 6,000 lb., GVW, normally used as sources of transportation.

4) Vehicles parked/stored on Common Property.

No vehicle, including but not limited to, automobile, truck, camper, trailer, recreational vehicle, boat, boat trailer, or golf cart, shall be parked on the Common Property at any time. No vehicle shall be parked or stored in rights-of-way or other property without approval from the POA. An exception to the street rights-of-way parking prohibition is that for a period of up to 72 hours, parking will be permitted for the purpose of accommodating the temporary requirements of residents, their guests or visitors.

5) Enforcement.

- a. Unauthorized vehicle storage and parking violations will be turned over to Glade Springs Security. Vehicles parked on the street or yard after 72 hours (allow for parties, visitors, and weekends) (Notify the POA office if you are planning to have a party/ visitors / etc.. This is to avoid receiving a violation.)
- b. Enforcement will be in accordance with the fine policy approved by the Board.
- c. (The fine policy can be found on the POA website).

## B. DRIVEWAY STANDARDS

1) Driveways.

- a. Shall be a minimum of 12 ft in width.
- b. Shall be constructed of hot mix asphalt concrete, Portland cement, concrete, brick, or other durable aesthetic material to provide dust-free, all-weather surfaces.
- c. Shall be maintained in good condition.

- d. Shall be completed prior to final inspection.
- e. Shall be placed as shown on the approved plot plan unless a change has been approved by the ACC.

## 2) Unpaved Roads

- a. Property owners are responsible for extending their driveway to the edge of the street pavement. If no street paving is in place at the time of the driveway construction the finished surface for the driveway should be terminated at the property line with a temporary surface extended to the street. The driveway must be extended to the street's edge once the street is paved.

## 3) Construction Standards (Driveways)

- a. The tie-in to the street must be made with straight horizontal lines and vertical cuts against the pavement. A slight flare or curve is permissible up to 18 inches on either side of the driveway at street pavement. Regardless of the surface used, a turndown footing must be used against the pavement. This turndown footing should be twelve (12) inches wide and eight (8) inches in depth. Construction of the driveway (subgrade, base, surface course) should follow quality construction standards. If concrete is used, proper installation of joints should be made.

## 4) Drainage

- a. The property owner is responsible for installing and maintaining a pipe culvert if required. The ACC prescribes drainage treatment for driveways. Modification of the ditch lines may be necessary depending upon the type of drainage upstream or downstream of the driveway.
- b. Approval must be granted by the ACC prior to placing the final driveway surface. A request for driveway inspection must be submitted to the ACC office one (1) working day prior to the desired inspection date.

## C. GARAGES

Each lot owner shall provide garage space for the parking of at least two (2) automobiles. Consideration should be given to garage space or storage of Golf Carts during construction. Garage doors shall be kept closed except when being used for ingress or egress.

## V. LANDSCAPING

It is expected that the yard of each home will be established in such a way that it complements the house and the surroundings. Once established, it shall be maintained in a neat and orderly manner, one that is pleasing to the eye and free from any unkempt appearance. Lots that have more than one exposure to views such as corner lots, golf

course lots, lake front lots, and other amenity lots shall be treated in a consistent manner with consideration to landscaping. Landscaping style may be natural (consistent with the natural forest and mulch-covered earth of Glade Springs utilizing native plantings) or formal (grass lawn, well-defined beds, and formal plantings) or a combination of these. Decorative objects, sculptures, yard art, etc., installed on a lot should be minimal, appropriately sized, and tastefully integrated into the landscape plan. Plantings need not be expensive or elaborate, just well-placed and aesthetically appealing. **A professionally drawn landscaping plan developed and prepared by a licensed and insured landscaper is required** and must be submitted within 60 days of the start of construction. The landscape plan is required to show the entire lot, all vegetation (including the vegetation types), the street and house location, along with all other needed details. Any in-ground sprinkler system must be submitted for approval as well and must be displayed on a plat plan. Ideally, sprinkler system applications would be presented with the original building application; however, it is recognized that some may be added at a later date. The same requirements apply in either case. The ACC Committee will review the landscape plan at a scheduled meeting of the ACC or approve such plans by unanimous written consent of the ACC.

The grounds surrounding a new home that have been disturbed by construction activity must be brought to a finished grade before ACC's final inspection. Basic landscaping work, as established in the approved application, shall be completed within **thirty (30) days** (weather permitting) of the date of ACC final approval. Exceptions due to winter occupancy may be permitted on a case-by-case basis. Basic landscaping includes ground cover and plantings. Acceptable ground cover could include grass, mulch, and planted ground cover (such as ivy). No vegetable gardens or grains of field variety shall be grown on lots. A listing of deer-resistant plants is available in the POA office if homeowners wish to receive a copy.

Until landscaping is established and capable of controlling sediment, the homeowner is responsible for preventing sediment from the homeowner's property from running into ditches, across neighboring properties, onto the golf course, or onto the common property.

Any restoration to village rights-of-way must be completed prior to final inspection by the ACC and issuance of a Certificate of Occupancy (CO).

## **VI. FENCES AND WALLS**

All fences and walls shall meet the following requirements:

- 1) All above ground fences shall be 38 to 48 inches in height and not be constructed of concrete, block, barbed wire, chicken wire, woven wire, unfinished metals, cordwood, gravel, rubble, rip-rap, brush, refuse, or other objectionable material unless approved by the ACC. Fences will not be constructed in a manner that inhibits a view through the fence of the lake, golf course(s), surrounding forestlands, and common property from any point adjacent to the property on which the fence is located.

- 2) Fences may be built of pressure-treated wood, painted wood, brick, stone, or other approved durable materials. Fence materials will be aesthetically pleasing and architecturally complimentary to the subject home, the Immediate neighborhood, and Glade Springs Village in general.
- 3) All retaining walls more than three (3) feet in height require certification by a West Virginia licensed engineer prior to construction.
- 4) All finished colors shall be natural tones such as tan, grays and earth tones. No bright blues, bright oranges, bright pinks, bright reds, bright yellows, bright greens or purples will be allowed. No fluorescent finishes or pastels will be allowed.
- 5) The ACC reserves the right to make exceptions to the above-stated criteria. Fencing requests will be reviewed on a case-by-case basis.
- 6) Fences shall not be placed in the front yards; they shall not exceed the front facia of the house. No fence shall extend further toward the street than the most forward main wall of the house, excluding the garage.
- 7) Hot Tubs are to be screened from view on all sides by retractable shade or another type of screen.

## **VII. CENTRAL SEWER SYSTEM**

- 1) Glade Springs Village utilizes a pumped effluent sewer system (interceptor tank). This system consists of a holding tank, pump, electric controls and associated appurtenance. The homeowner is responsible for the trench from the house to the interceptor tank, the trench from the tank to the street and digging the hole and setting the tank. The owner shall also provide a 115-230 volt 60-cycle single phase AWG 10-3 with ground electric service and a 30-amp circuit for the effluent pump.
- 2) The owner will include the finish floor elevation of the lowest floor requiring plumbing on the plat plan. Interceptor tanks may be installed but not completed until final power and water have been connected to the home. Shady Spring Public Service District will install the necessary service pump, controls and appurtenances and make the tap at the street to the main. The tank will not be made operational until Shady Spring Public Service District inspects the system.
- 3) Shady Spring Public Service District will determine from the plat plan the location of the interceptor tank. Prior to installation of the tank, the builder will establish a grade stake benchmark in the proximity of the tank to indicate finish yard elevation. This will allow the installation crew (contractor or sub-contractor of the homeowner) to install riser extensions more consistent with the finished yard

elevation benchmark. So that repairs and maintenance are not hampered, the tank and control panel shall not be in areas fenced or heavily landscaped. Since the sewer stub-out from the house, the pump, tank and controls must be located adjacent to each other and accessible, the plotted location of the stub-out and tank must be reviewed by Shady Spring Public Service District prior to approval by the ACC.

- 4) The Owner shall purchase their tank from Shady Spring PSD and a copy of this receipt is required as part of the permitting process. Unusual and unexpected physical conditions encountered may result in an additional cost to the homeowner for the interceptor tank installation. (Examples: rock, driveway sleeves, debris removal, and tree removal)
- 5) Ownership of the interceptor tank remains with the homeowner. It must be noted, Shady Spring Public Service District will maintain the interceptor tank and pump but may invoice the customer for pumping out the interceptor tank and repairs to the pump and appurtenances.

## **VIII. SWIMMING POOLS**

- 1) No swimming pool or part thereof, excluding apron and walks, shall protrude into any front yard, construction setback line or easement.
- 2) The swimming pool area shall be walled or fenced to prevent uncontrolled access by children and pets from the street or adjacent properties. The fence or wall shall meet building codes, shall be maintained in good condition, and shall meet the requirements of Section VI.
- 3) Discharging of pool water shall not be permitted into the interceptor tank or any other part of the sewer system and shall be controlled so that it will not be directed across any adjoining property, golf course property, or common property. Discharge systems from pools must be approved by the ACC. The application fee is \$50.

## **IX. SIGNAGE**

- 1) All signs are prohibited in areas zoned upon any recorded subdivision plat as residential with the following exceptions:
- 2) Signs erected by the POA, developer or public authority for identification of streets, neighborhoods, recreational amenities, traffic control, and directional purposes.
- 3) Signs of a temporary nature advertising property “for sale” “for sale by owner” and “constructed by” signs (“constructed by signs” can only be placed on lot after receiving an ACC permit and construction begins). These signs will be limited to one (1) per lot, shall not exceed one (1) square foot in area must be placed upon the specific property involved, and may not be placed for the purpose of advertising that such property is already sold. No “Open House”, “Yard Sale”, “Garage Sale” or any



other signs of this type will be allowed on POA-maintained rights-of-way or on village streets.

- 4) Political signs are specifically prohibited.
- 5) The ACC reserves the right to define or restrict the content of any sign.
- 6) Illegal signs may be removed by the POA without notification to the property owner.

## **X. PROPANE TANKS**

All propane tanks greater than 100 gallons must be buried. Above ground, upright propane tanks (100 gallons or less) must be completely screened by structural or vegetative methods, painted, if necessary, to match home, and approved by the ACC. Above ground tanks will not exceed one (1) 100 gallon or two (2) 57 gallons per lot.

## **XI. MISCELLANEOUS REQUIREMENTS**

### **A. MAILBOXES**

- 1) Residential mailboxes, paper boxes, posts and numbers will be of a uniform type and design.
- 2) All boxes will be black or brown in color, cannot exceed 11"W, 15"H, 24"D and mounted on a single black, or brown post not less than 4" X 4" nor more than 6" X 6". Except for temporary seasonal decorations, no changes in the color or design of the box and support are permitted.
- 3) Subject to the prior approval of the ACC, stone or brick mailboxes may be utilized.
- 4) It will be the property owner's responsibility to maintain the box, paper box, and post support in a condition acceptable to the postmaster of Shady Spring, West Virginia, and the letter carrier. Stand-alone paper boxes are not permitted.

**The Shady Spring Postmaster of Raleigh County is the Final Authority on the placement of your mailbox. It is advisable to check with the Postmaster prior to the placement of your box.**

### **B. TRASH CONTAINERS**

- 1) Trash containers are mandatory and must be stored inside garages, basements, or fenced areas. No trash containers may be visible from the common areas, including the streets and sidewalks. Trash containers must be screened from public view.
- 2) Individual bags containing household trash at the curb are not acceptable. Bags may only be used for lawn debris. This is to prevent birds and other animals from



ripping the trash open and the trash littering the neighborhood and attracting wildlife to the area.

- 3) Trash containers shall be removed from the street on the day the garbage service runs. If an owner's trash service company misses an owner's trash service pick-up, then the owner shall contact the POA office and inform the management staff if they will need to leave the trash containers out for a separate pick-up.
- 4) If an owner has a bulk trash pickup scheduled, owners shall contact the POA management office to make them aware of the bulk pick-up so that staff can address any complaints at the office.
  
- 5) Fines will be issued in accordance with the POA's / Board approved Fine Policy. The Fine Policy can be obtained on the POA's website or by requesting a copy from the POA management staff. A copy of the current policy has also been attached to this document.
  
- 6) Disposing of trash and debris in POA common area is not allowed, including the use of all of the POA dumpsters located at Stonehaven and Woodhaven.

#### C. HOUSE NUMBERS

- 1) Each home's address must be easily identified from the street before final inspection.
- 2) The correct house numbers will be assigned by Raleigh County 911 and the ACC Administrator when a building permit is issued.

#### D. CLOTHESLINES

- 1) No outside clotheslines will be allowed.

#### E. EXTERNAL ANTENNAS/TV SATELLITE DISHES

- 1) Satellite receivers (FCC approved or otherwise) and satellite dishes (antennas or otherwise), of one (1) yard (or less) diameter shall be allowed in Glade Springs Village. Said antennas shall be placed so as to be minimally noticeable by casual observance. All other antennas and satellite dishes are strictly prohibited.
- 2) Any electronic interference created by a satellite dish shall be the sole responsibility of the property owner who shall correct or remove the device. Towers to support Antennas/Satellite Dishes will not be allowed. The standard 4-

to 5-foot-high pipe support is allowed if placed on the homeowner's property so as to be minimally noticeable by casual observance.

#### F. BURNING

- 1) No open burning of underbrush, leaves, branches, or trash of any kind is permitted on recorded platted residential property, rights-of-way, or common property in Glade Springs Village by any property owner or builder or agent of a property owner or builder.
- 2) On cold days, WARMING FIRES will not be permitted, however space heaters are allowed.

#### G. CONSTRUCTION ENTRANCE

A gravel, or approved stone entrance must be provided at the street entrance to the property to prevent damage to the road surface edges and to help contain mud and debris from being tracked onto the roadway. Any roadway cleaning made necessary by tracking of mud and debris by construction vehicles must be routinely performed by the General Contractor or his agents.

#### H. SPORTS NETS and HOOPS.

- 1) Temporary basketball hoops will be permitted as long as they are stored on the owner's property, not used on or stored on the street or sidewalk, and kept in good condition. For the purposes of good condition to sports nets, good condition means the nets are not ripped and the structural elements are in good visual and working condition.
- 2) For safety reasons, no basketball hoops may be used in the center or on the edge of the street or cul-de-sac'.
- 3) Temporary soccer goals or other sports nets will be permitted as long as they are in good condition and are stored in the garage or directly next to the house when not in use.
- 4) There will be no permit fee charged for a temporary sports hoop permits application. POA Staff can approve the temporary sports hoop permit.
- 5) Permanent basketball hoops require an ACC application to be submitted for approval prior to installation. Permanent goals or nets require an ACC application to be submitted for approval. No goals or sports nets may be used in the center or on the edge of the street or golf course.

#### I. TRAMPOLINES.

All trampolines installed in all locations must have an application submitted to the ACC and be approved prior to installation. The application must include a site plan showing the exact location of the equipment and a plan to screen the equipment (the

exact vegetation type). The trampoline must not be visible from the common area, including but not limited to the street, grassy areas, cart paths, and golf course.

#### J. PLAYSETS.

- 1) All playsets must have an application submitted to the ACC and be approved prior to installation.
- 2) All playsets must be natural in color (the color should match the surrounding natural area; brown, green, etc.); the material of the playset should be natural in nature (wood or a trex-type material).
- 3) The play equipment must not be visible from the common area, including but not limited to, the street, grassy areas, cart paths, and golf course.
- 4) The application must include a site plan showing the exact location of the equipment and a plan to screen the equipment from public view (the exact vegetation type).

#### K. OTHER EQUIPMENT.

All other exterior adjustments to lots for any other play equipment or to accommodate sports-related requests will require an ACC application to be submitted and approved prior to the installation. A detailed explanation of the request, a full professional site plan with the exact location of the project, and a full landscape plan to screen the project from the common area will need to be submitted with the application.

#### L. INTERPRETATION.

The ACC or the Board of Directors for GSVPOA shall have the exclusive right to construe and interpret the provisions of these Rules and Regulations. In the absence of any adjudication to the contrary by a court of competent jurisdiction, the ACC's or Board of Directors' construction or interpretation of the provisions hereof shall be final, conclusive and binding as to all owners, persons and property benefited or subject to these Rules and Regulations.

#### M. SUBMISSIONS

All applications for permits or approvals required under these Rules and Regulations must be submitted to the management office in completed form by noon, seven (7) days prior to the scheduled meeting date. If no agenda items are listed on the agenda to be addressed by noon seven (7) days prior to the scheduled meeting date, the meeting will be canceled due to a lack of agenda items. Any requested items received after noon seven (7) days prior to the meeting date will be addressed at the next scheduled meeting.

#### N. MEETING QUORUMS; CONSENT.

- 1) Notwithstanding anything stated in these Rules and Regulations, if a quorum is not present at a meeting of the ACC to take action on applications, then those

applications will be considered at the next scheduled ACC meeting where a quorum of members is present. **The ACC Committee reserves the right to take any action outside of a meeting by unanimous written consent.**

- 2) No building, fence, wall or other structure shall be commenced, erected or maintained within Glade Springs Village, nor shall any exterior addition, change or alteration be made thereto, until and unless the plans and specifications showing the nature, kind, shape, height, materials, and location of the same shall have been submitted to and approved in writing as to harmony of external design, location in relation to surrounding structures and topography and compliance with this Declaration and the Protective Covenants contained herein by the Architectural Control Committee (ACC) of the Association and in accordance with ACC rules, regulations and standards. from Article IX of the DECLARATION OF COVENANTS AND RESTRICTIONS GLADE SPRINGS VILLAGE, WEST VIRGINIA. *Any damage caused by a property owner or the property owner's vendor to the POA's owned common areas will be the responsibility of the owner who caused the damage to the owner who contracted the vendor who damaged the property, it will be that owner's responsibility to address and correct the damage caused, both for the physical repairs and the financial responsibility."*

R. All property owners are required to maintain all properties, in a reasonable manner, failure to maintain the exterior of the home will result in a violation being issued. Examples of possible violation issues: failure to repair broken gutters; failure to repair windows; peeling paint; broken walks or driveways; etc.

S. The Speed Limit on ALL Glades Springs Village roads and streets is 25 MPH. Owners observed partaking in reckless or erratic driving or speeding 10 mph over the speed limit will be subject to further action as defined in the fine policy.

T. Owners will be responsible for addressing at the owner's cost, any potential or possible safety issues originating on the owner's property, including, but not limited to, trees, rocks, and other debris.

U. All dogs must be on a leash when outside of an owner's home or fenced yard. A fenced yard can be an electronic invisible fence.

#### V. Solar Panels

Applications for Solar Panels must be made to the ACC through the Glade Springs Village POA office. See the Solar Panel Permit Application on page 54.

Solar Panels must comply with the following guidelines:

- 1) All plans must be preapproved by the ACC prior to installation. The ACC approval is for aesthetics only. The ACC takes no responsibility for solar glare or structural integrity of the home.
- 2) Required permits from Raleigh County WV and Appalachian Power (APCO) are solely the responsibility of the homeowner. Copies of the Raleigh County and APCO permits are to be included in the submittal.

- 3) The Solar system can only be installed on the roof of the house. No ground mount or rack structures are permitted.
- 4) With the application for approval of solar panels, detailed plans for installation and placement shall be included. Included shall be illustrated information on the proposed system which includes materials to be used and drawings showing the location and number of collectors, the attachment to the roof structure, the location of the exterior system components, and the color of the roof material and proposed color of the solar panel equipment.
  - a. A diagram drawn to scale by the licensed contractor installing the system showing where the system will be installed.
  - b. Photos of the roof area where the array will be mounted.
  - c. Material to be used and/or manufacturer's description of the system, photos and/or pictures of the system, and color of the system.
  - d. Where possible, provide photos of similar existing systems as examples
- 5) Submittal to also include an engineer's assessment of the roof structure and its ability to withstand the Solar Panel load along with the anticipated snow loads.
- 6) If the existing roof is more than 10 years old, a plan for roof replacement must be included in the submittal.
- 7) Solar panels, including any other part of the equipment, shall not be higher than the roof peak.
- 8) Piping and electrical connections are to be located directly under and/or within the perimeter of the panels, when possible, and placed as inconspicuously as possible when viewed from all angles.
- 9) The color of all equipment mounted on the roof shall be selected to match the roof color to the extent possible. Any exposed surfaces, including any frame or supports for panels shall be painted to match. If aluminum is used in any way, then it should be anodized otherwise color treated to blend into the roof as much as possible.
- 10) While current solar panels are designed to minimize solar glare, there remains the possibility, depending on the proximity of adjacent homes, that these adjacent homes could be negatively impacted by the installation of the solar panels. A review of potential solar glare is to be conducted prior to installation. There is the potential that panels will have to be removed if solar glare is an issue after installation.
- 11) The Homeowner is responsible for ensuring that the surfaces of the panels and all associated equipment are appropriately maintained to prevent peeling and cracking of paint, loss of coloration, and other deterioration to the point where the surfaces become unsightly and/or incompatible with the aesthetic standards of GSV.

## **XII. FINE STRUCTURE ACKNOWLEDGEMENT FOR VIOLATION OF ACC RULES AND REGULATIONS**

Fines will be issued in accordance with the Board's approved Fine Policy. The Fine Policy can be obtained on the POA's website or by requesting a copy from the POA management staff. A copy of the current policy has also been attached to this document.

- a) Violation: Making modifications to the exterior of a home (either under construction or completed) or lot (structural or recurring improvement) without approval from the ACC.
- b) Violation: Failure to have a dumpster and/or port-a-john on the construction site.
- c) Violation: Washing out concrete trucks on street/road rights of way or common property.
- d) Violation: Burning or open fires.
- e) Violation: Dumping yard waste/under-brushing or construction waste on common property or adjacent lots.
- f) Violation: Destruction of common property, rights-of-way, and roadways.
- g) Violation: Trash, litter, and debris on or around the site.
- h) Violation: Failure to meet exterior and/or final completion dates based on the square footage guidelines outlined in the ACC Rules & Regulations.
- i) Violation: Failure to request driveway inspection.
- j) Violation: Failure to request final inspection, providing "as built" plot /plat plan and Raleigh County "Certificate of Occupancy" prior to occupying the dwelling.
- k) Violation: Failure to keep lawn mowed, shrubs trimmed and yard maintained in a neat and attractive condition.
- l) Violation: Failure to maintain the exterior of the home. Repair broken gutters; repair windows; peeling paint; broken walks or driveways; etc.
- m) Violation: Vehicles parked on the street or yard (Section IV-paragraph A1 – After 72 hours (allow for parties, visitors, and weekends)
- n) Violation: Golf Cart, Trailers, including RVs and/or boats Stored in Driveway or Yard (Section IV-paragraph A2)

- o) Violation: Trash Can(s) left on the Street after trash pick-up and/or stored in the open area that can be seen from the common area/street (Section XI-paragraph B) (with the exception of yard debris).
- p) Violation: Barking Dogs, Loud noises such as music, screaming, etc. (except construction during approved hours), and/or Unleashed Dogs Loud music by contractors is not allowed
- q) Violation: Speeding. The Speed Limit on ALL Glades Springs Village roads and streets is 25 MPH. Observed reckless or erratic driving or speeding 10 mph over the speed limit.
- r) Violation: Failure to request approval for installation of play equipment including but not limited to; swing set, jungle gym, trampoline, permanent sports hoops or sports courts or any similar playground equipment.
- s) Violation: All other violations of ACC Rules and Regulations ACC also reserves the right to suspend membership privileges, impose fines, waive fines, file liens for fines, and any other remedy prescribed by law to maintain Declaration standards.
- t) Notwithstanding anything stated in these Rules and Regulations, the Association's Fines Policy, or any other governing document of the Association, if trees are removed without a permit, the ACC shall impose a five-hundred-dollar (\$500.00) fine per tree and require the property owner to replace trees removed with nursery-grade replacements at a rate of two (2) trees for each tree removal. The size, species, and location of these trees are to be determined by the ACC. If the number of trees removed without permission cannot be identified by the ACC the fine will be \$5,000.00.
- u) A West Virginia licensed builder is required for all construction. (A copy of the state license must be on file with the ACC and submitted each year.) Lot owner may be their own contractor provided they occupy home for one (1) year after completion. Should the home not be occupied by the owner, a one thousand (\$1,000) dollar fine will be assessed to builder.
- v) Failure to pay fines may result in disapproval of future home construction or modification requests to the ACC, by Owners and Contractors.

OWNER: \_\_\_\_\_ DATE: \_\_\_\_\_  
 Signature

BUILDER: \_\_\_\_\_ DATE: \_\_\_\_\_  
 Signature



### XIII. FORMS

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**ACC CHECKLIST FOR CONSTRUCTION APPLICATION**

- One Time Fee Summary Sheet & Check Check #      Amount
- Interceptor Tank Receipt from SSPSD Receipt #
- Questionnaire
- Construction Application
- Specification List
- Variation/Alteration to New Home Plan Drawing (Plan size: 24" x 36)
- Samples of Exterior Materials & Colors
- Proof of Worker's Comp & Builders Risk Insurance
- Copy of Contractors License
- Copy of Building Contract
- Proposed Plot / Plat Plan (2 copies)
- House Plan – Official Stamped Copy (1 copy - Plan size: 24" x 36)
- Engineer's Plan for Retaining Wall – Sealed \*
- Intent of Landscaping (including drawings)\*
- Erosion Control and Silt Fence Plan
- Under-brushing Permit Application
- Agreement & Understanding
- Lot Clearing Rules & Regulations
- Common Property Rules & Regulations
- Road/Utility Agreement
- Fine Structure Acknowledgement
- Copy of Raleigh County Building Permit
- Construction Timeline Agreement
- Corners of lot staked out

**Applications not accompanied with the required items will not be reviewed by the ACC.**

\* To be submitted within 60 days of the start of construction

**GENERAL INFORMATION QUESTIONNAIRE**

<b>Owner:</b>	<b>Property Address:</b>
---------------	--------------------------

<b>Date:</b>	<b>Name(s):</b>
--------------	-----------------

Additional person(s) living in your home:

During construction, I/we will reside:

<b>Phone:</b>	<b>Email:</b>
---------------	---------------

Expected date of completion of the home:

When home is complete, I/we expect to:

- Become full-time residents of Glade Springs
- Become part-time residents of Glade Springs
- I/we plan to spend \_\_\_\_\_ months per year in Glade Springs
- Use the house as a rental unit indefinitely
- Lease the house temporarily and move to Glade Springs in approximately \_\_\_\_\_ months/years
- Spec. Home
- Model Home (Home that tours will be conducted but offices will not be maintained. May be furnished, but not required)
- Other – please give details



Owner:	Property Address:
--------	-------------------

**Specification List**

Builder:
----------

	Material	Manufacturer	Color
Siding			
Foundation			
Trim			
Fascia			
Roofing			
Shutters			

<b>Windows</b>			
<b>Doors</b> - Front - Garage - Other			
<b>Driveway</b>			
<b>Deck/Porch</b>			
<b>Additional Items:</b> (e.g., flag pole, swimming pool etc)			

OWNER \_\_\_\_\_ DATE \_\_\_\_\_  
(Signature)

BUILDER \_\_\_\_\_ DATE \_\_\_\_\_  
(Signature)

Owner:	Property Address:
--------	-------------------

***VARIATION/ALTERATION TO NEW HOME PLAN DRAWING***

I certify that the following variations/alterations are intended for the new home to be constructed.

Contractor's Signature:	Date:
-------------------------	-------

Architect:	Plan Number:
------------	--------------

Describe Scope of Work: (Including materials to be used, color selections, etc.)

Committee Member	Approve	Disapprove
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

Date: \_\_\_\_\_

Reason for Disapproval: \_\_\_\_\_

Owner:	Property Address:
--------	-------------------

***INSTRUCTIONS TO SURVEYOR  
(PLOT / PLAT PLAN/PROPERTY SURVEY REQUIREMENTS)***

**MUST BE A LICENSED SURVEYOR IN THE STATE OF WEST VIRGINIA**

1. Map size: 8 ½" x 14"
2. Map will be letter-quality drafting and must clearly show all of the following items:
  - A. Location of house and attachments with distance from two corners of the house to the property line on a line parallel with house line, then distance from that point to nearest lot corner.
  - B. Building setback and easement lines extended to the property line.
  - C. Contours of the lot at five (5) foot intervals: if five-foot intervals do not describe the topography well enough, plot / plat the contours at one (1) foot intervals.
  - D. Improvements on adjacent lots: show the nearest wall of improvement and the distance between.
  - E. Storm water drainage ways, structures, and directions of flow, **including driveway culverts**, man-made or natural, existing or proposed, to be approved by the ACC and Raleigh County.
  - F. Encroachments: note and describe any encroachment.
  - G. Corner pins: state if any shown.
  - H. Finish floor elevation of lowest floor with plumbing.
  - I. Retaining walls: existing or proposed.
  - J. Erosion control plan (proposed): lakefront lots, and golf course lots.
  - K. Location of all utilities on lot.
  - L. Driveway and parking location.
  - M. Certification to be printed on the plot / plat plan.

**NOTE: Final positioning of the house on the lot may have to be altered in order to accommodate the placement of the interceptor tank as determined by the by Shady Spring Public Service District.**

***THE ABOVE REQUIREMENTS APPLY FOR BOTH INITIAL AND FINAL AS-BUILT PLOT PLANS***

Owner:	Property Address:
--------	-------------------

***PROOF OF WORKER'S COMPENSATION, BUILDER'S RISK AND GENERAL LIABILITY INSURANCE***  
**ATTACH CURRENT COPIES OF THE REFERENCED POLICIES**  
**WORKER'S COMPENSATION**

Company:
Agent:
Effective Dates:
Policy Number:

**BUILDER'S RISK**

Company:
Agent:
Effective Dates:
Policy Number:

**GENERAL LIABILITY INSURANCE (Minimum \$1,000,000 per event)**

Company	
Agent	
Effective Dates	
Policy Number	
Aggregate Amount	

**I CERTIFY THAT ALL SUB-CONTRACTORS UNDER MY DIRECTION HAVE WORKER'S COMPENSATION POLICIES AND I WILL ASSURE THOSE POLICIES REMAIN IN EFFECT DURING THE ENTIRE CONSTRUCTION PROCESS.**

OWNER \_\_\_\_\_  
 Signature

DATE \_\_\_\_\_

BUILDER \_\_\_\_\_  
 Signature

DATE \_\_\_\_\_



Owner:	Property Address:
--------	-------------------

***CHANGE/ADDITION TO  
HOME UNDER CONSTRUCTION***

DESCRIBE SCOPE OF WORK: (revised plans and/or plot /plat plan must be attached)
ESTIMATED COST:

**CONTRACTOR INFORMATION**

NAME OR BUSINESS NAME:
ADDRESS:
PHONE #:
CONTRACTOR'S SIGNATURE:
PROPERTY OWNER'S SIGNATURE:
I certify that I have reviewed the attached drawings/plans and agree to have this alteration conform to the drawings/plans.

Committee Member	Approve	Disapprove
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

Date Approved/Disapproved \_\_\_\_\_

Owner:	Property Address:
--------	-------------------

**CHANGE/ADDITION TO EXISTING HOME (See Page 51 for fees)**

DESCRIBE SCOPE OF WORK: (revised plans and/or plot / plat plan must be attached)		
ESTIMATED COST:	SQ. FEET ADDED:	HEATED or UNHEATED

**CONTRACTOR INFORMATION**

NAME OR BUSINESS NAME:
ADDRESS:
PHONE #:
CONTRACTOR'S SIGNATURE:
PROPERTY OWNER'S SIGNATURE:
I certify that I have reviewed the attached drawings/plans and agree to have this alteration conform to the drawings/plans.

Electrician's Name: (if applicable)	License or state registration #:
Plumber's Name: (if applicable)	License or state registration #:

Committee Member	Approve	Disapprove
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

Date Approved/Disapproved: \_\_\_\_\_

Owner:	Property Address:
--------	-------------------

*LANDSCAPING GUIDELINES*

**Landscaping MUST be completed within 30 days (weather permitting) of your FINAL INSPECTION. Exceptions due to winter occupancy may be permitted on a case-by-case basis.**

**A professionally drawn landscaping plan developed and prepared by a licensed and insured landscaper is required. Please see the Landscape requirements for other required details. Plans must be submitted within 60 days of the start of construction. Plans must be submitted within sixty (60) days of the start of construction. Landscape plans must be submitted and the landscape must be completed even if the home is sold.**

I INTEND TO BEGIN WORK ON LANDSCAPING BY:

---

**\* PLEASE NOTE THAT GLADE SPRINGS RECOMMENDS THAT YOU DO NOT LANDSCAPE OR PLACE GRASS WITHIN 24" OF THE ROAD SHOULDER. DUE TO SNOW REMOVAL AND ROAD SALT, WE CANNOT BE RESPONSIBLE FOR DAMAGE DONE TO YOUR LANDSCAPING IN THIS SHOULDER AREA.**

Owner:	Property Address:
--------	-------------------

***EROSION CONTROL***

Erosion and sediment control measures must be maintained during and after construction. Measures must be taken to ensure that any excessive run-off, silt and sediment is contained and not allowed to contaminate adjoining properties, common areas, or golf courses. Except in extreme circumstances, a silt fence is usually adequate, but must be properly installed in order to trap silt and not allow it to be washed over, under or around the fence. **Builders are subject to a fine by the POA for violation of this rule.**

**Water drainage must also be controlled during and after construction and provisions should be planned at the time the house is being oriented.** Water must not be allowed to do any of the following:

1. Run into streets.
2. Run across the street or other properties.
3. Unnecessarily and unreasonably, be diverted to adjacent properties.

**In most instances, the above objectives can be accomplished by properly utilizing the drainage easements, natural swales and the ditch at the roadway, at owner's expense.**

***THE POA IS NOT RESPONSIBLE FOR CORRECTING STORMWATER DRAINAGE PROBLEMS ANYWHERE IN GLADE SPRINGS BEFORE, DURING OR AFTER CONSTRUCTION.***

I understand my responsibility for planning and controlling water onto and across my lot.

OWNER: \_\_\_\_\_ DATE: \_\_\_\_\_  
Signature

BUILDER: \_\_\_\_\_ DATE: \_\_\_\_\_  
Signature

Owner:	Property Address:
--------	-------------------

***UNDER-BRUSHING PERMIT APPLICATION***

(\$50 FEE IF SUBMITTED SEPARATELY FROM CONSTRUCTION APPLICATION)

**BY SIGNING THIS AGREEMENT, I ACKNOWLEDGE THAT I WILL COMPLY WITH THE FOLLOWING:**

**CONSTRUCTION AND OWNER ACTIVITY INFORMATION**

The property owner at the property owner’s expense will do any clearing necessary for the installation of utilities. No open burning of underbrush, leaves, branches or trash of any kind is permitted on recorded platted residential property, rights-of-way, or common property in Glade Springs Village by any property owner or builder or agent of a property owner or builder. A builder may be fined for violation of this rule

**LOT CLEARING; TREE REMOVAL**

1. Owners may remove trees over six inches (6”) in diameter, measured at a height of five feet (5’), that are within a ten-foot (10’) perimeter of the house footprint (whether before or after development and construction) with the prior written approval of the ACC. All trees, which are to be removed, shall be pre-marked by the property owner or his/her agent. The ACC will review and approve the removal of the marked trees within a ten-foot (10’) perimeter of the house footprint based upon foundation drainage requirements. The ACC will make a pre-removal inspection and only those trees, which have been marked by the ACC, shall be removed. Removal of any trees not marked and approved by the ACC is strictly prohibited and shall be a violation of these Rules and Regulations.
2. No trees may be removed within twenty (20) feet of the property line of any common property used as a golf course or permanent recreational area, including but not limited to the GSVPOA owned golf courses and Lake Chatham. Unless approved by the ACC. Owners may remove scrub brush within the setback area when approved by the ACC but shall not extend past the lot
3. No trees over six inches (6”) in diameter, measured at a height of five feet (5’) within any lot set back shall be cleared unless such tree is within the ten-foot perimeter of the house footprint and then such tree may be removed pursuant to Section 2 above. Owners may remove scrub brush within the setback area when approved by the ACC but shall not extend past the lot property line.
4. In no case will any tree larger than 4 inches in diameter at ground level be cut. During under-brushing, pines will be selected first; attempts will be made to preserve hardwoods.
5. Removal of native ornamental trees or shrubs, such as rhododendron, mountain laurel, dogwood, redbud, holly, etc., is prohibited, regardless of size.
6. Only hand-operated tools may be used. The use of heavy equipment such as tractors, bush hogs, and bulldozers may be approved by the ACC.
7. Dead or diseased trees, or low-hanging limbs, which are a safety hazard, may be cut with authorization.

I UNDERSTAND THAT THE LIMITED UNDERBRUSHING ALLOWED BY THE ISSUANCE OF THIS PERMIT IS THE ONLY CLEARING THAT CAN BE DONE UNTIL A BUILDING PERMIT IS ISSUED.

OWNER: \_\_\_\_\_ DATE: \_\_\_\_\_  
Signature

ACC REPRESENTATIVE: \_\_\_\_\_ DATE: \_\_\_\_\_  
Signature

***UNDER-BRUSHING PERMIT APPLICATION***

Property address: \_\_\_\_\_

Owner: \_\_\_\_\_

<b>Owner:</b>	<b>Property Address:</b>
---------------	--------------------------

***AGREEMENT AND UNDERSTANDING***

**As the Property Owner, I understand that I have been permitted to construct a home in Glade Springs Village and that I am responsible for the following:**

- Reading and complying with the ACC Rules and Regulations
- Assuring that my builder complies with the ACC Rules and Regulations
- All fines levied against me for violations of ACC Rules and Regulations
- Assuring that the exterior of my home is completed within the allocated time based on square footage.
- Assuring that construction of my home is completed within the allocated time based on square footage.
- Assuring that landscaping (as defined in the ACC Rules and Regulations) is completed within 30 days of occupancy of the home
- Assuring that any changes or additions to the original submission made to the exterior of the home or property is approved by the ACC prior to the changes or additions being made
- Assuring that any changes or additions made to the exterior of my home after construction is complete are approved by the ACC prior to the changes or additions being made
- Assuring the home will not be occupied or any personal items stored in the home until a final inspection has been completed and a Certificate of Occupancy is issued by Raleigh County.

OWNER: \_\_\_\_\_ DATE: \_\_\_\_\_  
Signature

**As the builder, I understand that I have been permitted to construct a home in Glade Springs Village and that I am responsible for the following:**

- Reading and complying with the ACC Rules and Regulations
- All fines levied against me for violations of ACC Rules and Regulations
- Assuring all workers and delivery companies abide by the approved work hours of 7:00 am to 6:00 pm, Monday through Friday, and 7:00 am to 12:00 pm on Saturday. No work will be performed on Sundays or holidays. (Holidays are defined as: Christmas, New Year’s Day, Thanksgiving, Memorial Day, Labor Day, and the Fourth of July).
- Assuring that the exterior of the home is completed within the allocated time based on square footage.
- Assuring that construction of the home is completed within the allocated time based on square footage.
- Assuring that any changes or additions to the original submission made to the exterior of the home or property are approved by the ACC prior to the changes or additions being made
- Assuring that all sub-contractors under my direction have worker’s compensation policies and I will assure those policies remain in effect during the entire construction process

BUILDER: \_\_\_\_\_ DATE: \_\_\_\_\_  
Signature

Owner:	Property Address:
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### **LOT CLEARING RULES AND REGULATIONS**

As per the ACC Rules and Regulations, Section F. Lot Clearing:

**LOT CLEARING; TREE REMOVAL**

- **Except as permitted under this section lot clearing and tree removal are strictly prohibited.**
- Owners may remove trees over six inches (6”) in diameter, measured at a height of five feet (5’), that are within a ten-foot (10’) perimeter of the house footprint (whether before or after development and construction) with the prior written approval of the ACC. All trees, which are to be removed, shall be pre-marked by the property owner or his/her agent. The ACC will review and approve the removal of the marked trees within a ten-foot (10’) perimeter of the house footprint based upon foundation drainage requirements. The ACC will make a pre-removal inspection and only those trees, which have been marked by the ACC, shall be removed. Removal of any trees not marked and approved by the ACC is strictly prohibited and shall be a violation of these Rules and Regulations.
- No trees may be removed within twenty (20) feet of the property line of any common property used as a golf course or permanent recreational area, including but not limited to the GSVPOA-owned golf courses and Lake Chatham. Unless approved by the ACC. Owners may remove scrub brush within the setback area when approved by the ACC but shall not extend past the lot
- Dead, diseased or downed trees, or low-hanging limbs that are a safety hazard, may be removed with the prior written approval of the ACC. A diseased tree is defined as one infested with fatal and incurable viruses and blights. Normal infestation with insects or nonfatal viruses and blights will not be a cause for removal.
- No trees over six inches (6”) in diameter, measured at a height of five feet (5’) within any lot set back shall be cleared, unless such tree is within the ten-foot perimeter of the house footprint and then such tree may be removed pursuant to Section 2 above. Owners may remove scrub brush within the setback area when approved by the ACC but shall not extend past the lot property line.
- **When loading trucks with debris from the lot, all trucks must be on the lot, and not in roadway or road shoulder. Trucks hauling dirt or stone must have a tailgate. Trucks hauling trees, stumps or debris due to lot clearing must have a tailgate or debris must be secured to prevent spills or accidents on the streets. An entrance must be constructed with approved stone placed firmly against the road surface to prevent damage to the road surface. Any street cleaning or road damage will be charged to the property owner.**
- All debris is to be removed from the lot within thirty (30) days. All trees, brush, limbs, or other debris consequent to clearing or removal shall be disposed of in an acceptable manner. Failure to dispose of the cut material will be treated as a violation of a permit and can result in fines.
- The property owner will assume all responsibility for the removal of trees from their property. The property owner will pay all fees and fines and will be responsible for the proper cleanup of any trees on their lot which are cut or which fall over. All trees approved for removal must be cut as close to the ground as possible.
- Notwithstanding anything stated in these Rules and Regulations, the Association’s Fines Policy, or any other governing document of the Association, if trees are removed without a permit, the ACC shall impose a five-hundred-dollar (\$500.00) fine per tree and require the property owner



to replace trees removed with nursery-grade replacements at a rate of two (2) trees for each tree removal. The size, species, and location of these trees are to be determined by the ACC. If the number of trees removed without permission cannot be identified by the ACC the fine will be \$5,000.00.

- Priority for preservation will be given to flowering trees and rare trees. Removal of diseased trees is encouraged.
- **If the trees are not marked when the POA comes out to confirm and /or inspect the tree clearing, a fine of \$50.00 will be levied against the homeowner.**

**I agree to abide by the above Lot Clearing Rules and Regulations:**

OWNER: \_\_\_\_\_ DATE: \_\_\_\_\_

BUILDER: \_\_\_\_\_ DATE: \_\_\_\_\_

Owner:	Property Address:
--------	-------------------

**COMMON PROPERTY RULES AND REGULATIONS**

As per the Declaration of Covenants and Restrictions:

“Common Property means any property, real, personal or mixed, owned or leased by the Association or in which the Association otherwise has possessory or use rights, those areas reflected as such upon any recorded subdivision plat of Glade Springs Village, and those areas so designated from time to time by the Developer and intended to be devoted to the common use and enjoyment of the Members.”

Examples of common property are:

1. Roads and road rights-of-way,
2. Amenities, such as golf courses and lakes,
3. Undeveloped green spaces.

**Violation: Improvement in common property without ACC approval, such as but not limited to driveway piers, retaining walls, and piping ditch lines.**

First and Final notification: Letter to the construction company and property owner, \$1,000 fine and removal of improvement.

**I understand the difference between common property and private property and will not make improvements in the common property without specific prior approval:**

OWNER: \_\_\_\_\_ DATE: \_\_\_\_\_

BUILDER: \_\_\_\_\_ DATE: \_\_\_\_\_

Owner:	Property Address:
--------	-------------------

***ROAD/UTILITY AGREEMENT***

The undersigned, submitting the ACC Home Plan attached have been made fully aware that they assume the risk associated with undertaking construction of a home without paved roads and/or utilities being present.

Furthermore, you agree that:

1. No guarantee or warranty expressed or implied for the completion of any utilities, or road paving, other than those outlined in the Property Report.
2. No final inspection will be completed, and no home may be occupied until the water, sewer and electric utilities are in place and operational.
3. From time to time, during utility construction, access to your lot may be limited, obstructed or delayed.
4. Your signature acknowledges that there may be a delay between completion of the home and the availability of utilities and utility service to which the builder or owner may connect.
5. While Glade Springs Village POA is committed to keeping our roads clear of snow, roadways which are not yet paved will have the lowest priority in scheduling.

**I have read and understand the above agreement concerning the availability of utilities and roads to my lot.**

OWNER: \_\_\_\_\_ DATE: \_\_\_\_\_  
Signature

BUILDER: \_\_\_\_\_ DATE: \_\_\_\_\_  
Signature





<b>Owner:</b>	<b>Property Address:</b>
---------------	--------------------------

**Solar Panel Installation Application**

Date:	Name(s):
-------	----------

Licensed Contractor installing the Solar Panel System:

Phone:	Email:
--------	--------

Expected date of completion of the Solar Panel Installation

Number of Solar Panels to be installed

- A diagram drawn to scale by the licensed contractor installing the system showing where the system will be installed.
- Photos of the roof area where the array will be mounted.
- Material to be used and/or manufacturer's description of the system, photos and/or pictures of the system and color of the system.
- Where possible, provide photos of similar existing systems as examples

Solar Panel Type: \_\_\_\_\_

POA ACC Approval:

_____	_____
Signed	Date
_____	_____
Signed	Date
_____	_____
Signed	Date
_____	_____
Signed	Date
_____	_____
Signed	Date

Owner:	Property Address:
--------	-------------------

**CONSTRUCTION TIMELINE AGREEMENT**

TOTAL OF \_\_\_\_\_ HEATED SQUARE FEET

**UNDER 2,500 HEATED SQUARE FEET**

12 MONTHS TO HAVE EXTERIOR COMPLETE  
18 MONTHS TO COMPLETELY FINISH HOME

**2,500 TO 4,000 HEATED SQUARE FEET**

18 MONTHS TO HAVE THE EXTERIOR COMPLETE  
23 MONTHS TO COMPLETELY FINISH HOME

**OVER 4,000 HEATED SQUARE FEET**

17 MONTHS TO HAVE THE EXTERIOR COMPLETE  
29 MONTHS TO COMPLETELY FINISH HOME

Completely finished means all interior and exterior are complete, final inspection has been conducted by the ACC, Certificate of Occupancy from Raleigh County has been issued, and As-Built plot /plat plan has been issued. Your completion date will be the day all of the paperwork above has been turned in to the POA office.

**Please note: The Certificate of Occupancy from Raleigh County has been issued, and As-Built plot /plat plan is required to be provided even if the home is sold. The landscaping plan and landscape installation is required even if the home is sold.**

I understand that if I do not meet these construction timelines, I am subject to a fine based on the fine structure in the ACC Rules & Regulations.

*The ACC strongly suggests that the Home Owner put into their contract with their builder a statement that the Builder is responsible to pay (or reimburse the Home Owner) any and all fines related to the schedule as indicated. The ACC also suggests that the Home Owner put into their contract with their builder a statement that the Builder is responsible to pay (or reimburse the Home Owner) any and all fines related to the building operation, including, but not limited to a clean site, dumpsters, chemical toilets, erosion control, etc.*

OWNER: \_\_\_\_\_ DATE: \_\_\_\_\_  
Signature

BUILDER: \_\_\_\_\_ DATE: \_\_\_\_\_  
Signature

**GSVPOA General ACC Application**

Date of Application Submission: \_\_\_\_\_ Date received by Staff \_\_\_\_\_ (Staff Int) \_\_\_\_  
 ACC Meeting Date (Assigned by Management Staff): \_\_\_\_\_

<b>Owner Name:</b>	<b>Property Address:</b>																					
<b>Phone Number:</b>	<b>Mailing address:</b>																					
<p><b>All items must be included in order for an application to be considered for approval</b></p> <table border="1"> <thead> <tr> <th data-bbox="154 619 381 682">Required Items to include:</th> <th data-bbox="414 588 560 682">Owner / contractor submitted</th> <th data-bbox="576 619 706 682">Staff Verified</th> </tr> </thead> <tbody> <tr> <td data-bbox="154 688 381 756">Landscape Plan</td> <td></td> <td></td> </tr> <tr> <td data-bbox="154 762 381 924">Site Plan showing location of item to be installed.</td> <td></td> <td></td> </tr> <tr> <td data-bbox="154 961 381 1129">Application Production / Material information / samples</td> <td></td> <td></td> </tr> <tr> <td data-bbox="154 1136 381 1199">Color of item being installed:</td> <td></td> <td></td> </tr> <tr> <td data-bbox="154 1205 381 1304">Application Fee (Check number and amount)</td> <td></td> <td></td> </tr> <tr> <td data-bbox="154 1310 381 1373"> </td> <td></td> <td></td> </tr> </tbody> </table>	Required Items to include:	Owner / contractor submitted	Staff Verified	Landscape Plan			Site Plan showing location of item to be installed.			Application Production / Material information / samples			Color of item being installed:			Application Fee (Check number and amount)						<p><b>Requested Item Circle one:</b>                  Landscape Modification                  Permanent install of: Sports Net                  Permanent install of: Sports Courts                  Playground Equipment / Play Set                  Trampoline                  Miscellaneous requests</p> <p><b>Owner Notes:</b></p>
Required Items to include:	Owner / contractor submitted	Staff Verified																				
Landscape Plan																						
Site Plan showing location of item to be installed.																						
Application Production / Material information / samples																						
Color of item being installed:																						
Application Fee (Check number and amount)																						
<b>Staff Notes:</b>	<b>Contractor Name:</b>																					
<b>Committee Notes:</b>	<b>Contractor Contact:</b>																					





### Chatham Lake Dock Installation Application

Owner:		Property Address:											
Date:	Name(s):												
Phone:		Email:											
Expected date of completion of the Dock Installation													
Size of Dock to be installed													
<input type="checkbox"/> Site Plan included with application – must include: <ul style="list-style-type: none"> <li><input type="checkbox"/> Lake Front Footage</li> <li><input type="checkbox"/> Location of the dock from each Lake Front lot corner</li> <li><input type="checkbox"/> Size of dock including how far into the lake the dock extends _____</li> <li><input type="checkbox"/> Type of dock (floating or stationary)</li> <li><input type="checkbox"/> Size and type of boat to be moored at the dock (if any) _____</li> <li><input type="checkbox"/> Water depth at the end of the dock _____</li> </ul>													
<u>POA ACC Approval:</u>  <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border-top: 1px solid black; padding-top: 5px;">Signed</td> <td style="width: 50%; border-top: 1px solid black; padding-top: 5px;">Date</td> </tr> <tr> <td style="border-top: 1px solid black; padding-top: 5px;">Signed</td> <td style="border-top: 1px solid black; padding-top: 5px;">Date</td> </tr> <tr> <td style="border-top: 1px solid black; padding-top: 5px;">Signed</td> <td style="border-top: 1px solid black; padding-top: 5px;">Date</td> </tr> <tr> <td style="border-top: 1px solid black; padding-top: 5px;">Signed</td> <td style="border-top: 1px solid black; padding-top: 5px;">Date</td> </tr> <tr> <td style="border-top: 1px solid black; padding-top: 5px;">Signed</td> <td style="border-top: 1px solid black; padding-top: 5px;">Date</td> </tr> </table>				Signed	Date	Signed	Date	Signed	Date	Signed	Date	Signed	Date
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***ACC REVIEW APPLICATION FEES***

Addition to Existing Home

\$.50 per square foot

(and an additional Road Maintenance Fee \$.50 per square foot)

Fence - \$100

Deck - \$100

New Roof - \$50

Exterior Color/Paint - \$50

Landscaping - \$50

Swing Set/Trampoline - \$50

Pool - \$50

All other miscellaneous requests - \$50

# GLADE SPRINGS VILLAGE PROPERTY OWNERS' ASSOCIATION

## FINES AND VIOLATIONS POLICY

Approved and adopted as of the 12<sup>th</sup> of July 2022

1. When an owner (including any family member, resident, occupant, visitor, guest, agent, licensee or tenant of the owner) violates the provisions set forth in the association's governing documents (i.e., declaration, declaration plan, articles of incorporation, bylaws and/or rules and regulations), there shall be grounds for assessment of a monetary penalty/ fines and the violating owner shall be deemed responsible for such violation(s) and the fine assessed. The failure to pay any and all dues, fees, or assessments, including annual and special assessments, owed to the association is expressly deemed a violation of this policy.
2. If the violation continues past default, a fine or penalty may be assessed against the owner and will be made due and payable if the violation continues to exist. To the extent permitted under the law, the penalty shall be considered a personal liability of the owner. The following schedule is the time frame an owner has to cure his/her/their/its violation before the association may reassess the status of the violation:

<b>VIOLATION</b>	<b>TIME TO CURE BEFORE VIOLATION IS REASSESSED</b>	<b>FINE AMOUNT</b>
Initial notice of violation	Fifteen (15) days*	Courtesy – No fine
Second notice of violation	Fifteen (15) days*	\$100.00
Third notice of violation	Fifteen (15) days*	\$200.00
Fourth and subsequent notice of violation, which may be assessed without further notice until the violation is cured	Fifteen (15) days*	\$500.00

3. Notwithstanding anything stated in this policy of the governing documents, the association, through its board of directors, reserves its right to alter timeline and fine amount under circumstances that it determines are just in the board's sole discretion. The association reserves its right to refer any violation to its legal counsel at any time. If the violation has ascertainable costs associated therewith, the board of directors may also include such amount as part of the fine.
4. Fines and penalties that are levied as stated above may be assessed against an owner and may become due and payable within 30 days after the fine is assessed after providing the owner with notice and an opportunity to be heard. Failure to pay the fines and penalties may result in the following collection procedure:
  - a. Interest accruing on the total balance owed at the rate of ten (10%) percent per annum;
  - b. After the initial 30 days, a demand letter sent to the owner via U.S. Mail or personal delivery to the owner. The owner will be provided 10 days in which to respond. The owner will be charged for the cost of this letter. If the owner fails to bring his balance current

within the 10 days prescribed in the demand letter, the association may place the owner in collections and the association may proceed with the legal remedies available to it.

- c. The owner's voting rights will be suspended until the balance is paid in full. Any and all costs associated with the collection of the past due fines and penalties, costs, attorney's fees and other charges will be assessed against the owner's lot. Legal counsel may initiate action seeking injunctive relief against the lot owner to correct or otherwise abate the violation, or to pursue any other legal or equitable remedy that may be available to the association, including, but not limited to the collection of the past due fines assessed and other charges and attorney fees incurred.

Approved by the Board of Directors on July, 12, 2022

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Date Rick Lay Board President